

Weatherford ISD Recommended Resignation Procedure:

- ✓ The **resigning employee (Contractual or At-Will)** should give a letter of resignation to the campus principal or direct supervisor, as indicated below.
- ✓ **Contract personnel** should submit a letter of resignation addressed to the Superintendent. The letter should reference the following:
 - Effective date of resignation; and
 - Reason for resignation
- ✓ **Non-contract (at-will) employees** should submit a letter of resignation addressed to the Executive Director of Human Resources at least two weeks prior to the effective date. The letter should reference the following:
 - Effective date of resignation; and
 - Reason for resignation (not required)
- ✓ The **campus** shall upload the employee's resignation letter into AppliTrack. The letter will be forwarded to the Superintendent or Executive Director of Human Resources for review. Upon acceptance, the Human Resources office will contact the employee and schedule an exit interview prior to the termination date. During the exit interview the employee will be provided information on their last paycheck and termination of benefits.
- ✓ **Contract employees** may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction the following school year. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees.
- ✓ **Noncontract employees** may resign their position at any time.
- ✓ Additional information regarding the resignation process may be accessed in the WISD Employee Handbook under the Termination of Employment section or under Board Policy DFE (LOCAL).

Questions regarding resignation of contractual and non-contracted employees may be addressed to Tammie Byrd in the Human Resources office via email or by calling the District Services Building at 817-598-2836.